



## USDOC/Office of Security

Date: \_\_\_\_\_

HR/COR/Sponsor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

- ☐ Employee  
☐ Contractor  
☐ Volunteer/Student  
☐ Associate/Guest  
☐ Foreign National

SUBJECT: Security Coversheet / Request for Investigation Worksheet

<b>Name</b>	
<b>Other Names Used</b>	
<b>SSN</b>	
<b>Gender</b>	
<b>E-Mail Address</b>	
<b>Country of Citizenship</b>	<b>Dual Citizenship:</b>
<b>Visa Number</b>	
<b>Alien Registration Number</b>	
<b>Date of Birth</b>	
<b>Place of Birth</b>	
<b>Position Title</b>	
<b>Position Sensitivity</b>	
<b>Nature of Action, if employee</b>	
<b>Bureau / Line Office</b>	
<b>Organization Code</b>	
<b>Duty Station</b>	
<b>Contract Company</b>	
<b>Contract Number</b>	
<b>Start Date (EOD)</b>	
<b>End Date</b>	
<b>Accounting Code</b>	
<b>Previous DOC Assignment</b>	
<b>Previous Federal/ DOC Work Dates</b>	
<b>Badge Required</b>	

\* If a person is with DOC for:

<30 days, Fingerprint Check is required. A non-HSPD-12 ID will be issued with applicable expiration date  
>30 days and <180 days, Fingerprint Check and an OIF-86C (ACDH) is required. A non-HSPD-12 ID will be issued with applicable expiration date  
>180 days require the appropriate background investigation. An approved HSPD-12 ID will be issued.

Revised 02/10/2009